



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT CHIEF PROBATION OFFICER

Class No. 002265

■ CLASSIFICATION PURPOSE

To assist in planning, organizing, directing, coordinating, and evaluating the County's Probation Department services and programs; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Assistant Chief Probation Officer is a one-position executive management class responsible for assisting the Chief Probation Officer in planning, directing, and coordinating the overall activities of the Probation Department and directing departmental activities and services through subordinate Deputy Chief Probation Officers.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists the Chief Probation Officer in planning, organizing, and directing departmental activities and services.
2. Establishes internal policy, controls, and guidelines.
3. Directs and controls the departmental budget and monitors revenues and expenditures.
4. Identifies operational problems and directs the formulation of resolutions.
5. Interprets and ensures compliance with Federal, State, and local regulations established for correctional institutions and programs and for the supervision of probationers.
6. Prepares reports and presentations summarizing issues, scope, and level of services, service delivery methodologies, resources, cost estimates, time projections, and legal implications.
7. Interacts with elected officials, County executives, court personnel, and law enforcement, educational, health, and social service agencies and community groups to accomplish goals and objective.
8. Establishes organization structure consisting of staffing and reporting patterns and defining units.
9. Performs special studies and projects as assigned.
10. Supervises subordinate Deputy Chief Probation Officers and other administrative staff.
11. Responds to inquiries and acts in the absence of the Chief Probation Officer.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- California Penal Code, Evidence Code, Welfare and Institutions Code, and related case law.
- California Rules of the Court and related procedures of San Diego Superior and Municipal Court judicial districts.
- Current issues in Criminal Justice Administration relative to preventative and/or remedial services to probationers.
- Policy/procedures development and implementation related to the Probation department and function.

- Application of modern principles and methods of administration relative to the planning, development and implementation of probation services designed to anticipate and respond to probationer's needs.
- Principles of public administration including general administration, human resource management, fiscal management, and accounting.
- Principles and practices of supervision and training.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Assist in planning, organizing, directing, and evaluating the overall activities and operations of the Probation Department.
- Establish internal policy, controls, and guidelines related to probation/corrections functions.
- Ensure compliance with Federal, State, and local regulations established for correctional institutions and programs.
- Identify and resolve departmental operational problems.
- Coordinate departmental activities with other County departments, public sector agencies, and business and community leaders.
- Assist in preparing the departmental annual budget and monitor expenditures and revenue.
- Supervise, train, counsel, and review the work of subordinates.
- Prepare executive-level correspondence and reports.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective and diplomatic work relationships with members of the legal profession, public officials, courts, media, and representatives from outside agencies.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education is: A bachelor's degree from an accredited college or university in public administration, criminal justice, business administration, or a related field, AND five (5) years in a public agency with policy level administrative experience. Master's level education is highly desirable.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: August 18, 1988
Revised: April 17, 1992
Reviewed: Spring 2004

Assistant Chief Probation Officer (Class No. 002265)

Union Code: EM

Variable Entry: Y